



DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Services



MIKE FOSTER, JR.
GOVERNOR

V. J. BELLA
STATE FIRE MARSHAL

MEMORANDUM

TO: PLAN REVIEW STAFF/PLAN REVIEW CLERICAL STAFF

FROM: HENRY C. REED, SR.
ARCHITECT SUPERVISOR

RE: FIRE ALARM & SPRINKLER RETURN POLICY

DATE: OCTOBER 8, 1997

It has come to my attention that fire alarm contractors are not receiving their set of stamped documents. Also, note that a compliant was made by a contractor who was sending letters signed by architects and owners authorizing all documents to be forwarded directly to his company and not one package was sent to him.

The office policy, where duplicate fire alarm or sprinkler documents are submitted, is to send the marked up and stamped set to the applicant (Architect/Engineer/Owner) and to send the extra stamped set without markups to the fire alarm or sprinkler contractor.

Where only one set of documents is submitted, the stamped and marked up set shall automatically be returned to the applicant (Architect/Engineer/Owner) unless the applicant signs a letter authorizing the documents to be released to the subcontractor.

In all cases where there is a deviation from the normal return procedure of sending documents to the applicant, the reviewer will need to separate and bind the duplicate documents into sets and mark in red ink, who is to receive each package. This will help our clerical section properly route the documents.

If you have any questions regarding this procedure, please see me.

HCR/kmw

cc: Jerry W. Jones

"Is Yours Working" ??

Smoke Detectors Save Lives !!

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SPRINKLER RETURN OF REVIEW

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